

Medical Research Technologist

Immigration Assistant

Program Development Specialist (T)

Program Development Specialist

Communication & Records Management Clerk

Chief Financial Analyst (T)

Chief Financial Analyst

FSN#2010/125

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-7; FP-7

OPENING DATE: November 19, 2010

CLOSING DATE: December 2, 2010

WORK HOURS: Full-time; 40 hrs/week (15:00-24:00)

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Silom Community Clinic, Bangkok Christian Hospital.

BASIC FUNCTION OF POSITION:

Perform basic immunologic, microbiologic, and toxicologic testing for HIV and related disease. Must have a thorough understanding of laboratory techniques and procedures, testing protocol and related quality control, biohazardous safety, precaution and disposal. Duties also include handle, store and prepares specimens for transportation according to specimens; properties and research protocols.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post

“Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Science in laboratory medical technology or related biological or biomedical science; (2) At least 3 years of experience working as a laboratory medical technologist with experience using standard laboratory equipment, performing basic immunologic, microbiologic, and/or related procedures; (3) Level III (Good working knowledge) in speaking/ reading/writing English and Thai. (4) Familiar with and having basic experience in computer data management; (5) Ability to operate and calibrate laboratory instrumentation, ability to perform more than one test and/or sequence of test procedures over short and extended periods of time and ability to analyze and correct when necessary.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 2, 2010

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FSN#2010/127

Immigration Assistant

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-7; FP-7

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Immigration Assistant at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary USCIS customer service liaison to the USCIS customer. Also interacts with USCIS refugee partners concerning refugee cases, USCBP staff concerning transportation letter issues and other U.S. border issues and department of State regarding IV applications and NIV question. Review all applications and petitions and supporting documentation for accuracy of translation and will perform document examination. Conduct CIS, CLAIMS and fingerprint checks on USCIS applications and petitions. Perform initial data entry of all applications and petitions into the required database system and as per as a backup to the other immigration assistant when needed. Record the movement of refugee files within the District Office through the refugee file tracking system and regular file audit.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration or law; (2) At least three years of experience in customer service in a multinational government environment with emphasis on legal or procedural counseling to persons applying for benefits; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Be able to effectively communicate with a host of multi-national customers in answering inquiries via telephone, email and at the public window; (5) Must have good grasp of the basic administrative infrastructure and chain of command guideline.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 9, 2010

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FSN#2010/123 (T)

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-11 (Trainee)

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of five years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

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CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

FSN#2010/123

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-12

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of six years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved

policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

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CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

FSN#2010/126

Communication & Records Management Clerk

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Communication & Records Management Clerk, FSN-4

OPENING DATE: November 19, 2010

CLOSING DATE: December 2, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Communication & Records Management Clerk in the U.S. Agency for International Development/Executive Office (EXO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for performing routine clerical duties mainly involving files and records management, administrative and mailing support for the Executive Office (EXO). S/he will classify code, organize, and maintain official office files, which include but are not limited to personnel records, travel files, memoranda, cables, procurement files and other office records according to the established system and in compliance with the USG filing/records management requirements. The incumbent is required to provide administrative and mailing support to EXO such as assembling documents, handling building pass card, typing, hand carrying/picking up and distributing mail/documents/courier deliveries, backing up receptionist and assisting EXO team member as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent) in the field of secretarial, commercial, business administration, accounting, information technology, social or arts; (2) At least six months in clerical or secretarial experience; (3) Level III (Good general working experience) speaking/reading/writing in English and Thai; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: DECEMBER 2, 2010

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FSN#2010/128 (T)

Chief Financial Analyst

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Financial Analyst, FSN-10 (Trainee)

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Financial Analyst in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for ensuring that financial analysis support is provided to the Regional Development Mission for Asia that includes programs in Thailand, Burma, Laos, Cambodia, China, Tibet, and Papua New Guinea. In addition, he/she will provide financial analysis services to the independent USAID missions located in Vietnam and East Timor.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting and financial discipline with a Certified Public Accountant (CPA); (2) A minimum of six years of progressively responsible experience in auditing, accounting, or financial analysis with at least three years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient financial analysis operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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CLOSING DATE FOR THE POSITION: DECEMBER 9, 2010

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FSN#2010/128

Chief Financial Analyst

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Financial Analyst, FSN-11

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Financial Analyst in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for ensuring that financial analysis support is provided to the Regional Development Mission for Asia that includes programs in Thailand, Burma, Laos, Cambodia, China, Tibet, and

Papua New Guinea. In addition, he/she will provide financial analysis services to the independent USAID missions located in Vietnam and East Timor.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting and financial discipline with a Certified Public Accountant (CPA); **(2)** A minimum of seven years of progressively responsible experience in auditing, accounting, or financial analysis with at least three years of supervisory experience; **(3)** Level IV (fluent) speaking/reading/writing in English and Thai; **(4)** Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology; **(5)** Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient financial analysis operation; **(6)** Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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